

TITLE: Senior Financial Analyst

Page 1

DEPARTMENT: Finance and Management ServicesREPORTS TO: Division ManagerSUPERVISES: None.DEFINITION:

Acts as a senior financial advisor to all departments for fee studies, financing agreements, five-year capital improvement program, fund reserves and collective bargaining unit contracts. Develops and presents financing options for various operational functions of the City. Performs complex financial analysis and forecasting for utility, parks and street fund rate models.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Management Analyst in that employees in this class are responsible for broader, more complex assignments affecting major city-wide financial activities. The depth of finance knowledge required is greater for this position.

ESSENTIAL JOB FUNCTIONS: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Develops, compiles and analyzes financial forecasts for departments; consults with department managers on rate model results; collaborates with budget and department staff on capital improvement plan budgets and funding.

Reviews and recommends fee structures; provides debt restructuring analysis to departments; Identifies, develops and presents financial options to department managers to promote economic growth; prepares and presents fee studies and cost of service reports to committees and City Council.

Provide financial analysis for infrastructure development, collective bargaining agreements, financing agreements, and city council agenda items.

Reviews and oversees special projects performed by the accounting staff to ensure accuracy and timeliness of output such as monthly financial statements, financial analysis, rate models and reserve fund balances.

Identifies improvements and/or develops new cost effective methods to ensure efficient and effective use of staff time and resources.

Interacts with City's external audit manager on the preparation and review of the City's Comprehensive Annual Financial Report (CAFR).

Serves as consultant to and advisor for internal and external customers such as citizen groups, Government Finance Officers Association, auditors and other City staff, including the City Manager and senior management, on financial issues, utility rates and funding options.

Performs cost of service studies and fund balance analysis; analyzes cash flows, expenditure and revenue activity; makes recommendations based on findings; prepares correspondence and technical financial reports.

Prepares audit and other technical worksheets, subsystem and cost analysis, forecasting and variance analysis.

OTHER JOB FUNCTIONS:

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment.

QUALIFICATIONS:

Knowledge of:

- Governmental accounting and generally accepted accounting principles, practices, methods, and procedures.
- Governmental budgeting principles and laws.
- Computer applications and uses for financial activities.
- Investment and debt management, financing, and forecasting models.

Ability to:

- Review financial systems and processes and make recommendations for changes and/or improvements to increase City's financial stability.
- Prepare clear and precise reports of a technical nature.
- Manage multiple priorities; initiate, plan, organize and complete projects.
- Establish and maintain effective working relationships with other employees, external auditors and representatives of other governmental agencies.
- Communicate effectively, both orally and in writing to a diverse audience.
- Perform complex financial analysis, problem solving, create financial plans and evaluate funding options.
- Interpret legal requirements and contractual agreements related to financial issues.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in Accounting or Finance, and five years of professional, technical accounting and/or financial experience, preferably in the public sector.

Licenses, Certificates, and Other Requirements:

None